



Wide Area Work Flow - Receipt and Acceptance System (WAWF-RA)

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Overview

- **What is Wide Area Work Flow?**
- **Benefits**
- **Hardware and Software Requirements**
- **User Roles**
- **Overall Air Force Position**
- **Vendor and Government Users Participation**
- **Metrics**
- **Future Enhancements and Frequently Asked Questions**
- **WAWF Websites**



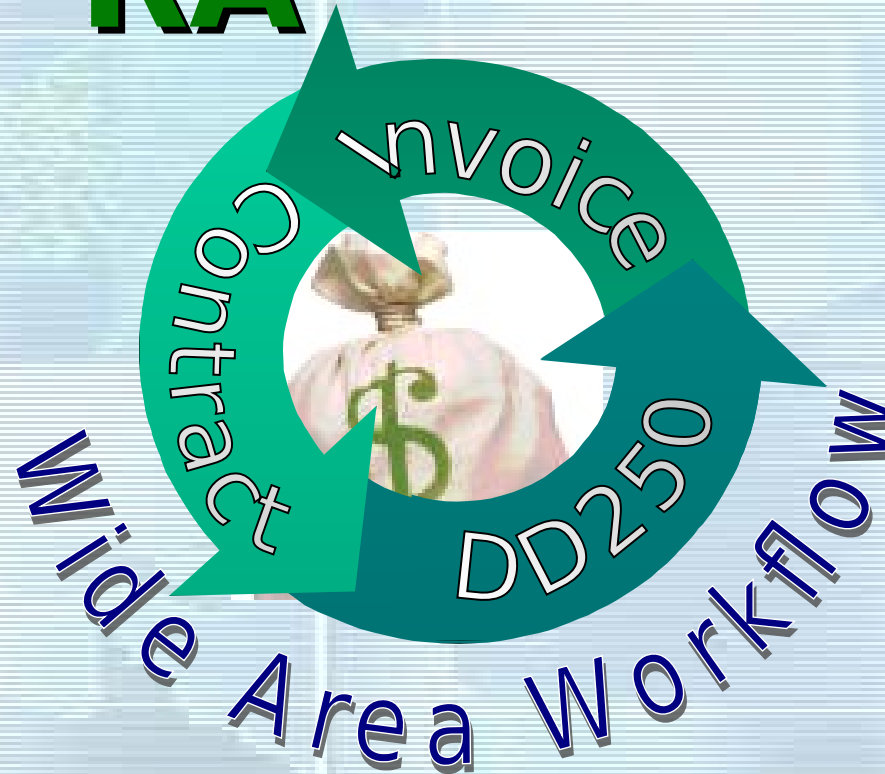
WAWF-RA in a Nutshell

- **Converts paper invoices & receiving reports into electronic invoices & receiving reports**



WAWF-

Electronic Invoicing and Receipt System



 **Pay Vendors on time**
 **Eliminate lost documents**

 **Reduce Interest Penalties**
 **Increase earned**



“We Like It”

Rockwell Collins - Ms. Barbara Holden

"This is an exciting new initiative for Rockwell Collins, DCMA, and the WAWF team resulting in a paperless process that reduces assets, provides a strong benefit to the business cash flow, speeds shipments, reduces processing times, and improves quality of the DD250 submissions."

Boeing - Ms. Darcy Smith

"This collaborative environment helps accelerate the payment process, eliminates manual data entry, reduces DD 250 errors and improves the contract reconciliation process for purposes of contract closeout."

Lockheed Martin - Ms. Evelyn Smith

"EDI submissions to WAWF from our SAP application achieved a 2-day improvement over the paper process cycle. Instant visibility of rejected invoices saved 1-2 weeks in the re-submittal process."
(Lockheed Martin Aircraft & Logistics Centers, Kelly Aviation Center-San Antonio)



What is Wide Area Work Flow?

- **WAWF-RA is a Web-Based Invoice and Receiving Report Creation and Delivery System**
 - ✓ Vendors: Create and submit invoices and receiving reports electronically
 - ✓ Government users: Inspect, accept, and process documents electronically
- **Supports the E-Government initiative to electronically invoice and receive goods or services**
- **Contributes to DoD's goal of reducing interest penalty payments to vendors**



WAWF-RA Benefits

Vendor

- **Reduction of lost or misplaced documents**
- **Online access for document status and history**
- **Ability to correct rejected documents online and resubmit**
- **Faster payments when discounts are offered and taken**
- **Elimination of mailing expenses for U.S. postal service and internal mail handling (mail room, etc.)**



WAWF-RA Benefits continued

DoD

- **Reduced Interest penalties**
- **Global accessibility of documents**
- **Increased Discounts taken for timely payments**
- **Improved data accuracy**
- **Reduced need for re-keying**
- **Real-time processing**
- **Audit capability**
- **User-friendly application**



Hardware and Software Requirements

Hardware:

- **Pentium® or Pentium Pro processor-based computer (min i486™)**
- **SVGA Color Monitor**
- **64 MB RAM (minimum)**
- **Internet Access**

Software:

- **Netscape Navigator (128 bit) 4.75 - 4.79**
- **Internet Explorer (128 bit) Version 5.5 SP2 or later**
- **Microsoft CryptoAPI Dynamic Link Library Version 1.0.0.2**
- **Adobe Acrobat Reader 4.0 or later**



WAWF User Roles

Vendors

- **Submit Invoices and / or Receiving Reports**
- **Check Status of Documents in History Folder**
- **Correct & Resubmit Rejected Documents**

Government Inspectors / Receivers

- **Create Receiving Report if Applicable**

Government Acceptors

- **Add Quantity Received and Check Inspection Block**
- **Can Perform Inspection / Acceptance in One Step**
- **Digitally Sign Receiving Report for Acceptance**



WAWF User Roles continued

Payment Officials/Defense Finance and Accounting Service (DFAS)

- **Review Contract, Invoice and Receiving Report, then approve for payment or reject**
- **Enter Data into Integrated Accounts Payable System (IAPS)**

View Only

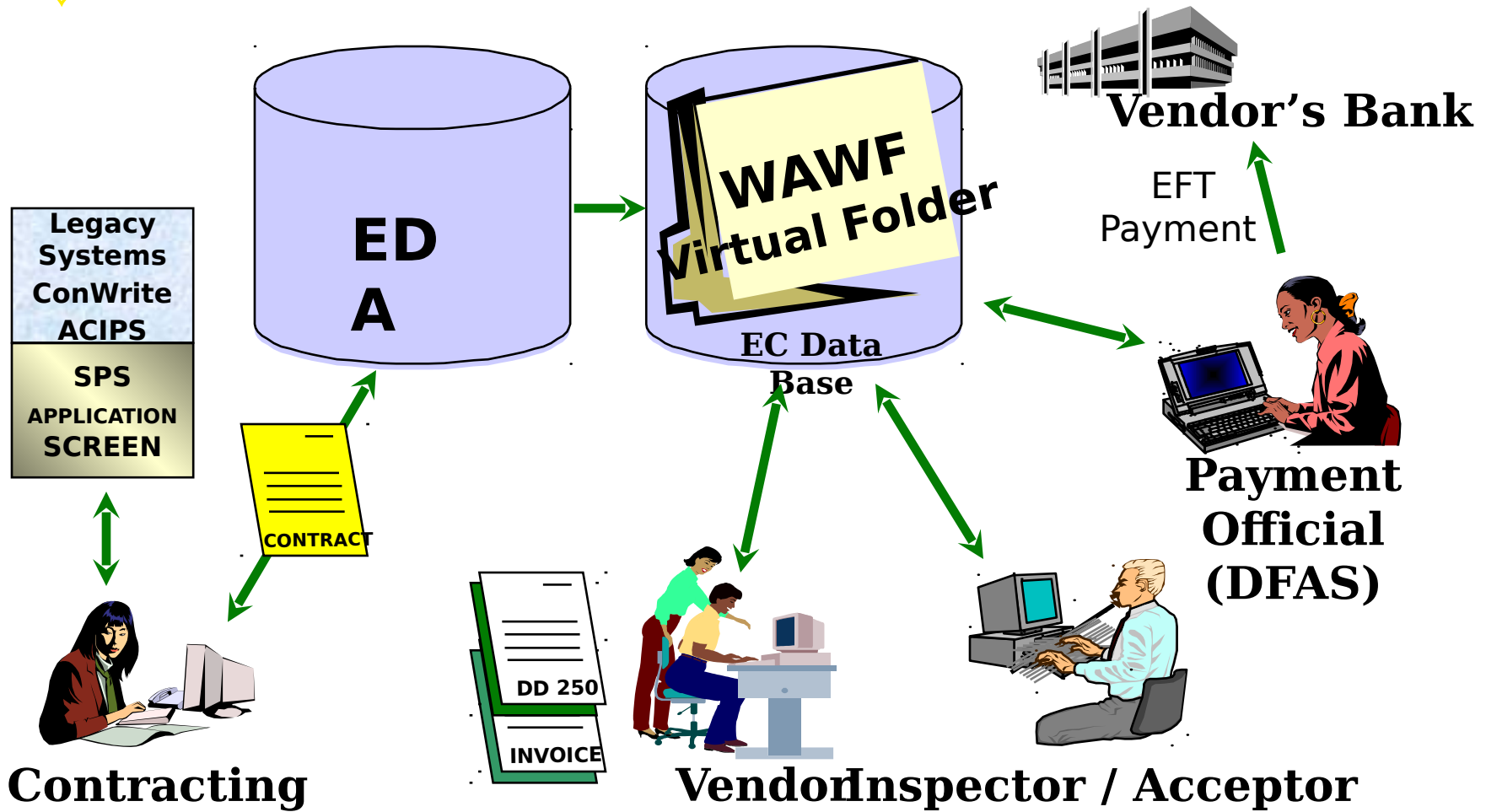
- **Vendor Supervisors and Government Supervisors Monitor Process**

Auditors

- **View Only for Documents and Transactions**



Functional Overview: WAWF-RA Process





ROUTING CODES FOR WAWF

- It is important that the routing information is correct
- Contact your local contracting office for questions

Contract Number		Delivery Order Number	
Document Type			
Ship To			
CAGE Code			
Issue By DoDAAC			
Admin DoDAAC			
Inspect By DoDAAC		PLUS SIX EXT	
Accept By DoDAAC		PLUS SIX EXT	
LPO		PLUS SIX EXT	
Pay Office DoDAAC			



Overall Air Force Position

- **Air Force Committed to be Fully Operational by 30 June 04 at all Air Force/Reserve Bases**
 - ✓ **Will Meet Suspense!**
- **Air National Guard (ANG)**
 - ✓ **Currently Pay own Invoices**
 - ✓ **Can not use WAWF until DFAS takes over Payment of Invoices**
 - ✓ **Estimated Date - Oct 2004**
 - ✓ **97 ANG Sites**



Vendor Participation

- **Caution to Vendors!**
 - ✓ **Ensure Base has been deployed and trained**
 - Call Administrative Contracting Officer listed on Contract
 - Call Base Acceptor or Ship-To office
 - ✓ **Don't submit paper invoices and submit through WAWF**
 - Results in duplicate submission and confusion at DFAS
 - ✓ **Other DoD services not fully deployed**
- **Use with Defense Logistics Agency (DLA) is Minimal**
 - ✓ **Some warehouses are using**



WAWF Active Users

9,000

Acceptors

8,000

7,000

6,000

5,000

4,000

3,000

2,000

1,000

0

14 Mar
2003

05 Jun
2003

24 Nov
2003

16 Dec
2003

04 Jan
2004

24 Feb
2004

total

USMC

USAF

NAVY

DCMA

DISA

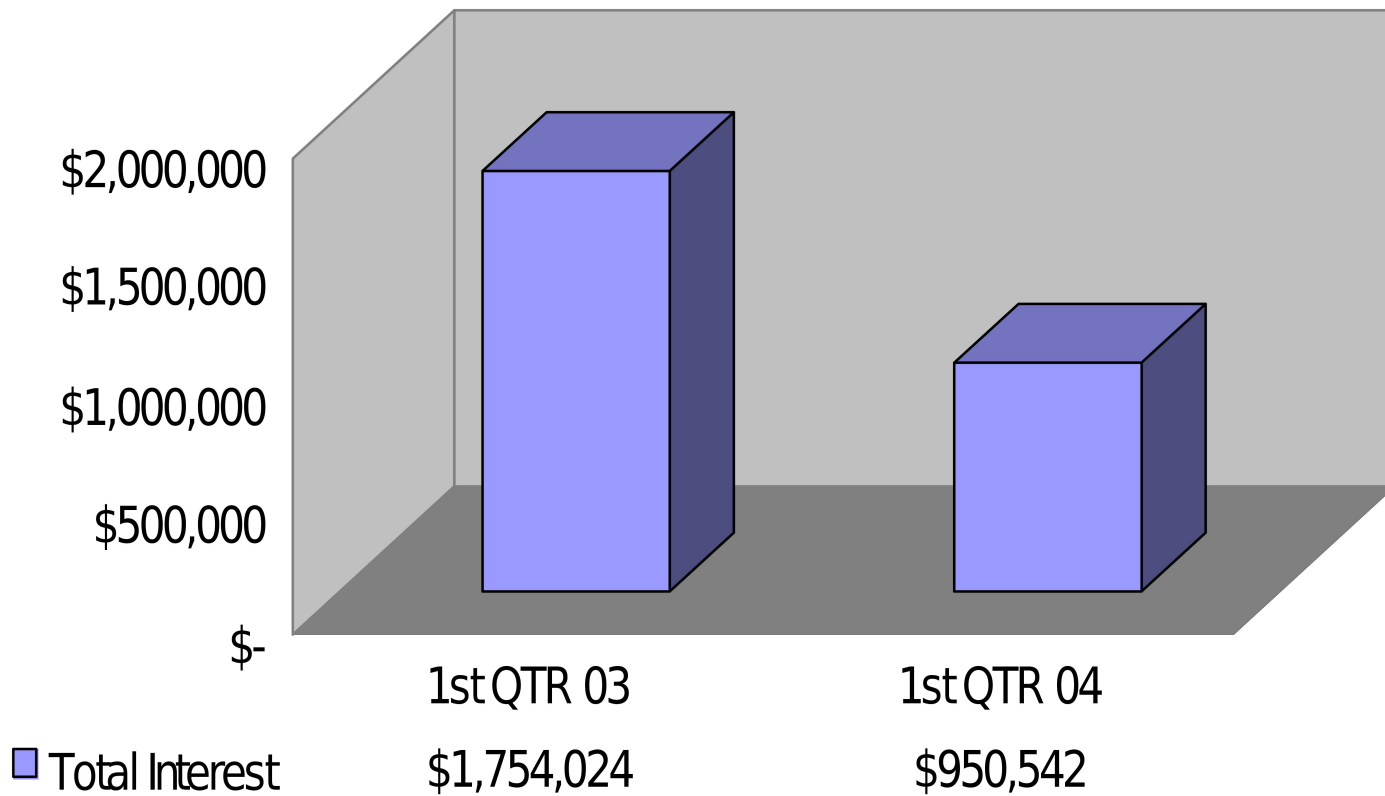
ARMY

DFAS



Interest Penalties

Air Force Interest Penalties





Registration Process

Vendors

- **Self-Register in Central Contractor Registry (CCR)**
- **Establish an electronic business (EB) point of contact in CCR**
- **Call the Defense Information Systems Agency Help Desk **1-801-605-7095** to activate your Contractor and Government Entity (CAGE) Code**
- **Self-Register on the WAWF-RA web site**



Future Enhancements

- **Foreign Currency - Oct 04**
 - ✓ Europe / Pacific Commands – 60% of Contracts are paid in Foreign Currency
- **IAPS Interface - Dec 04**
 - ✓ Vendor Invoices Interface directly into Payment System
 - ✓ Save AF over \$7M annually
- **Construction Invoice - TBD**



Frequently Asked Questions

- **Q: How does a vendor know what the pay date will be?**
 - **A: 48 hours after the payment office processed the document, the vendor can go to the DFAS web site and check the Vendor Pay Inquiry System (VPIS).**

- **Q: How long will the history storage show documents?**
 - **A: For 6 years and 3 months after the contract closes.**

- **Q: What if the contract is not in Electronic Document Access (EDA)?**
 - **A: If the contract is not in EDA, the vendor can manually input the applicable DoDAACs from the contract.**



Frequently Asked Questions

- **Q: Will the vendors get paid faster?**
 - **A: Payment will be made according to the Prompt Payment Act that requires that payments be made as close as possible to, but no later than, the discount or payment due date.**
- **Q: How does a vendor know if the discount given will be taken by the government?**
 - **A: The government will take any discount advantageous to the government if they can be processed in time.**
- **Q: If the vendor enters “Y” for final invoice, can they submit another invoice afterwards?**
 - **A: Yes, but the comments field becomes mandatory.**



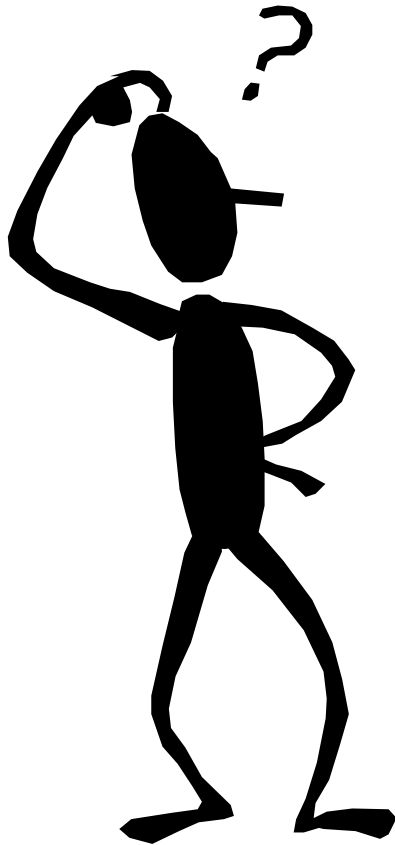
Frequently Asked Questions

- **Q: Can all roles view comments from all other roles?**
 - **A: Yes, everybody can view all comments added, so enter comments in a professional tone.**
- **Q: Can I access WAWF the training web site from my**
work/home
computer?
 - **A: Yes, you access the WAWF training web site and production web site from any computer with Internet connectivity.**
- **Q.: How do I know if I can use WAWF instead of paper?**
 - **Contact the Contracting activity that issued or is administering the contract.**



WAWF WEBSITES

- **WAWF-RA Production Site**
<https://wawf.eb.mil/>
- **WAWF-RA Training Site**
<https://wawftraining.eb.mil/>
- **Computer Based Training (CBT)**
<http://wawftraining.com/>
- **Central Contractor Registration (CCR)**
<http://www.ccr.gov/>
- **Vendor Pay Inquiry System (VPIS)**
<http://www.dfas.mil/money/vendor/>



QUESTIONS???